



Pre-arranged Absence Request

I, the parent/guardian of the student referenced below, request a pre-arranged absence for my student on the dates indicated below.

Student Name: _____

Date(s) of absence: _____ / _____ / _____ to _____ / _____ / _____

Reason for absence: _____

E-mail address: _____ @ _____

Parent/guardian name (please print): _____

Parent/guardian signature: _____

**** All requests must be made at least two weeks prior to absence ****

For office use only:

_____ Request received

_____ Date

_____ Mackenzie Nobles, Attendance Clerk

_____ Date

_____ Request approved

_____ Request denied

_____ Greg Frescoln, Administrator

_____ Date

_____ Date e-mailed to staff & parent